A home away from home: what to bring to help your student be successful.

We are excited that your student has chosen to live in the K-State residence halls. We hope this information will help make your move a great experience.

People you will meet

Knowing where to go and who can answer your questions is an important first step toward making the experience in our residence halls as rewarding as possible for your student. There is an extensive network of people waiting for their arrival.

Resident Assistant (RA): is an undergraduate student who lives on the floor and has been selected and trained to assist and support your student. RAs ensure university policies are followed, help floor members get acquainted by providing programming and lend a listening ear to residents.

Community Assistant (CA): is a student who lives in the hall and works at the hall front desk. They’re there to provide customer service to the residents and visitors 24 hours a day.

Residence Life Coordinator (RLC): is a full-time staff member who oversees the administration of the hall and its activities, and supervises the ARLC, RA and MA staff. The RLC lives in an apartment in the hall.

Assistant Residence Life Coordinator (ARLC): is a graduate student who assists the RLC in the day-to-day operation of the hall. He or she supervises the hall front desk operation. ARLCs also live in the hall.

Facilities Management Staff are responsible for cleaning and maintaining the hall and its systems. Please have your student report any concerns to the hall front desk or the RA.

Move-in day

General expectations and observations:

• When you arrive at your student’s hall you will be asked to send your student inside to the front desk to receive his/her room assignment, key and various paperwork.
• Someone should stay with your vehicle and begin unloading.
• We ask that you unload all of your things at once on the sidewalk or grass.
• Once unloaded, we ask that your vehicle be moved to the outer lot (B2) so other families can begin the move-in process.
• Some halls have move-in helpers that will assist you.
• We encourage you to bring a dolly/hand truck, as there is limited cart availability.
• This day can present unique stresses — you may experience tension as you try to help your student and they try to show independence. You are not alone!
• Don’t wait until move-in day to talk with your student about this transition.

Important dates

Sunday, August 18, 2013; 1 p.m. Halls open for early arrivals for fall semester
Saturday, August 24, 2013; 10 a.m. Halls officially open for fall semester
Monday, August 26, 2013 First day of class
Monday, September 2, 2013 Labor Day (no classes) Halls remain open
Sunday, November 24, 2013; 10 a.m. Halls close for Thanksgiving break
Sunday, December 1, 2013; 1 p.m. Halls open following Thanksgiving break
Saturday, December 21, 2013; noon Halls close for winter break
Thursday, January 16, 2014; 10 a.m. Halls open for spring semester early arrivals
Sunday, January 19, 2014; 10 a.m. Halls officially open for spring semester
Monday, January 20, 2014 Martin Luther King, Jr. Day (no classes) Halls remain open
Saturday, March 15, 2014; 10 a.m. Halls close for spring break
Sunday, March 23, 2014; 1 p.m. Halls open following spring break
Saturday, May 17, 2014; 1 p.m. Halls close

Payments

Amounts not initially paid in full will be charged to the student’s university billing account and due as specified. The spring semester payment will be charged on December 13, 2013.
What to bring

**Room items**
- Desk lamp
- Telephone for room
- Multiple outlets with surge protectors
- Dry erase board
- Photo album
- Pictures and posters
- Refrigerator (5.0 cubic feet or less)
- Stacking crates
- Alarm clock
- Carpet
- Microwave (700 watts or less)
- Stereo/radio
- Fan
- TV/VCR/DVD player
- Coffee maker/hot pot/corn popper
- Dishes/mugs/silverware
- Can opener
- Pillow and pillowcase
- Blankets
- Extra-long twin sheets
- Slow cooker (3.5 quarts or less)

**Kansas weather**
- Umbrella
- Raincoat
- Hat/scarf/gloves/mittens
- Windbreaker

**To your health**
- Earplugs
- Robe
- Heating pad
- First-aid kit
- Shower shoes
- Shower caddy
- Toiletries
- Slippers
- Thermometer

**Keeping clean**
- Laundry basket
- Laundry bag
- Iron
- Ironing board
- High efficiency liquid laundry detergent
- Needle and thread
- Air freshener
- Cleaning supplies
- Dish soap
- Hangers
- Towels and washcloths

**Recreation**
- Sleeping bag
- Sports equipment
- Camera

**School supplies**
- Push pins
- 3-hole punch

**Useful Websites**
- Lafene: k-state.edu/lafene
- iSIS: k-state.edu/isishelp
- Cable Television Service: k-state.edu/cts
- Parking: k-state.edu/parking
- Cat Cash: union.k-state.edu/services/cat-cash
- ResNet: housing.k-state.edu/resnet
- Student Insurance: rssi.com
- Student Code of Conduct: k-state.edu/osas

**Contact information***

**Housing and Dining Services**
785.532.6453
1.888.568.5027
housing@k-state.edu
housing.k-state.edu

**Derby Complex**
Haymaker Hall
Delcenia Collins: 785.395.5761

**Moore Hall**
Dave Arnold: 785.395.6896

**West Hall**
Ronnell DuBose: 785.395.3729

**Ford Hall**
Sarah Frese: 785.395.5757

***Strong Complex***
Boyd, Putnam and Van Zile Halls
Regina Bennett: 785.532.2975

**Kramer Complex**
Goodnow Hall
Brooks Hetle: 785.395.5153

**Marlatt Hall**
Andy Thompson: 785.395.3936

**Honors House**
Andy Thompson: 785.395.3936

**Smurthwaite House:**
Ronnell DuBose: 785.395.3729

**Living Community at Jardine**
Glenn Spurlin: 785.532.1879

**Living Community on Claflin**
Glenn Spurlin II: 785.532.1879

*Please feel free to contact any of our Residence Life Coordinators at the numbers provided above. They will be happy to answer any hall-specific questions.*
Room assignments and roommate(s)
In early July, your student will receive an assignment notice indicating their hall assignment and the name, home address, email address and telephone number of their roommate(s) (if applicable).

How hall and roommate assignments are made
Students are assigned in the order their contracts and payments are received. Hall assignments are made based on space availability and preferences. When new students do not give a roommate preference, we try to “match” roommates based on the information provided by the student during the online contract process.

Contacting roommate(s) for the first time
Meeting and living with a new roommate is an exciting event that can enhance the college experience of your student. We encourage each student to contact their new roommate(s) as soon as they receive notification in July. Three things they want to do in this initial phone call are introduce themselves, get to know each other and coordinate what each will bring.

K-State Association of Residence Halls (ARH) fundraisers
The K-State Association of Residence Halls (K-State ARH) officially sponsors two programs and services. These services serve as fundraisers to support the many programs and activities which your student can participate in while living in our halls. Only these two programs are endorsed by K-State ARH.

- **Linens**
  K-State ARH sponsors the sale of linens to residents by On-Campus Marketing (OCM). They have many options available. Don’t struggle with searching for linens at home. Packages vary but you can obtain extra-long twin sheets, pillowcases, and comforters. You will receive a letter in the mail from OCM with more information.

- **Welcome kits**
  K-State ARH partners with On-Campus Marketing (OCM) to sell Welcome Kits for your student. These kits will be available for your student to pick up the first week of classes and includes some snacks, a mini first-aid kit and other essentials.

Early arrivals
The residence halls officially open for occupancy at 10 a.m., Saturday, August 24, 2013. For a variety of reasons, some students have a need to be on campus before this date. For an additional per-day fee of $35, Housing and Dining Services provides an option for students to move in to their permanent assignments early, anytime after 1 p.m. Sunday, August 18, 2013. Contracts for students who arrive early begin when they check in to the residence halls. No special arrangement or prior approval is needed. Meal service begins with breakfast on Monday, August 19, 2013.

Facility Information
Each of the residence halls will have loftable beds, so bringing your own loft is unnecessary.

Modifications to the electrical, lighting or mechanical systems are not allowed. All furniture provided, including bed frame and mattress, must remain in the room, but additional pieces may be added as space allows.

- **Don’t wait until move-in day to talk with your student about this transition.**
- **This day can present unique stresses — you may experience tension as you try to help your student and they try to show independence. You are not alone!**
- **We encourage you to bring a dolly/hand truck, as there is limited cart availability.**
- **Once unloaded, we ask that your vehicle be moved to the outer lot (B2) so other families can begin the move-in process.**

- **People you will meet**
  - **Student Advisor**: A student who lives in the hall and works at the hall front desk. They're there to provide customer service to the residents and help your student be successful.
  - **Community Assistant (CA)**: A student who lives in the hall and works at the hall front desk. They're there to provide customer service to the residents and lend a listening ear to residents.
  - **Resident Assistant (RA)**: A student who lives on the floor and has been selected and trained to assist and support your student. RAs ensure the hall and its systems. Please have your student report any concerns to the hall front desk operation. ARLCs also live in the hall.
  - **Residence Life Coordinator (RLC)**: A student who lives in the hall and works at the hall front desk. They're there to provide customer service to the residents and help your student be successful.

- **Labor Day (no classes)**
  Saturday, August 24, 2013; 10 a.m.

- **First day of class**
  Thursday, August 29, 2013; 10 a.m.

- **Halls open for early arrivals for fall**
  Sunday, August 18, 2013; 1 p.m.

- **Halls close for Thanksgiving break**
  Sunday, November 24, 2013; 10 a.m.

- **Halls remain open**
  First day of class, Labor Day (no classes), early begin when they check in to the residence halls. No special arrangement or prior approval is needed. Meal service begins with breakfast on Monday, August 19, 2013.

- **Halls open for spring semester early**
  Thursday, January 16, 2014; 10 a.m.

- **Halls close for winter break**
  Sunday, December 1, 2013; 1 p.m.

- **Halls close following spring break**
  Sunday, March 23, 2014; 1 p.m.

- **Halls open for spring break**
  Saturday, March 15, 2014; 10 a.m.

- **Halls remain open**
  First day of class, Labor Day (no classes), early begin when they check in to the residence halls. No special arrangement or prior approval is needed. Meal service begins with breakfast on Monday, August 19, 2013.
Service fees

Internet/Ethernet connection
The use of both wired and wireless Internet connections are included in the residence hall contract fees.

Cable television
$35 per month depending on package. Premium channels are available for an additional fee.

Telephone service
$5 per month to call off campus within the Manhattan area.

Parking
$90* per semester
$170* for an annual permit
$10 RFID card for parking garage
(after 5 p.m. to 7 a.m.)
* Prices are subject to change

Save the Date

Late-night pancake feed at Old Stadium: Saturday, August 24, 2013. Come and enjoy some delicious food as you make lifelong friends!

Services

ResNet wireless Internet and Ethernet connection
Before arriving on campus, a resident who brings a personal computer and wants an in-room ResNet wireless or wired Ethernet connection, must complete the online Network Registration steps at k-state.edu/infotech/networks/access. Information detailing the Network Registration steps are emailed prior to the hall opening. This Ethernet connection allows for email, Internet and K-State network access, as well as laser printing for a nominal fee. To take advantage of the Ethernet connection, students need a 10/100 Base-T Ethernet card and a 25’ Ethernet cable or a wireless card (G or N-based) installed in their personal computer.

Minimum computer recommendations or assistance with Windows Vista / 7, Mac OSX and Linux is available at housing.k-state.edu/resnet or by calling the ResNet Help Desk at 785.532.2711. To expedite IT support services while on campus, residents should bring all original system CDs, product keys and drivers CDs for all personal computing devices with them to campus.

Cable television service
Cable television is only available for on-campus students through K-State Computing and Telecommunications Services. It is not part of the residence hall contract. After a student has their eID and password, they can sign up online at k-state.edu/cts.

Telephone service
Campus telephone service and the 911 feature are provided as part of the residence hall contract; however, residents are responsible for providing their own telephone. This is the main way faculty and staff can contact residents. Students are encouraged to plug a landline telephone in so emergency notification systems can reach them. Reverse 911 through the K-State Police Department, which in emergency situations, allows the campus police to contact all residence hall rooms, is provided. Each room has an active telephone jack restricted to campus and 911 calls. If residents would like to have local service from their assigned residence hall room they will need to sign up with K-State Computing and Telecommunications Services for a $5 monthly charge. After a student has their eID and password, they can sign up online at k-state.edu/cts. Local service will allow residents to call off campus within the Manhattan area and receive calls from anywhere in the world. With the local service a resident may use any long-distance calling card.

Parking
If your student chooses to bring a vehicle to K-State they will need to purchase a parking permit from Parking Services. Most first-year students will receive an R permit. Residence hall parking lots are assigned on a seniority-based point system. For more information about parking at K-State, visit k-state.edu/parking.

Laundry
A laundry facility is available within each residence hall. To utilize the washing machines or dryers, students will need to activate the machines by swiping their K-State ID cards through the card reader within the laundry facility. Laundry prices are $1 for each wash and dry. Charges for laundry will be deducted from the student's Cat Cash account. This account is a declining balance. Funds can be added at the Pittman Building, the Union ID Card Center or by going online to union.k-state.edu/services/cat-cash. Cat Cash can also be used in the dining centers, The Bakery and Quik Cats student stores, as well as many other campus locations.

Lafene Health Center
Lafene is an on campus health center available for all students. Located at 1105 Sunset Avenue, Lafene is a quick and convenient place for students to receive quality care. A full-service pharmacy is also available for prescriptions and non-prescriptions. Visit their website at k-state.edu/lafene for more information.
Most families arrive at the campus via Bluelmont/Anderson Ave.

To arrive at Goodnow or Marlatt, turn from Bluelmont/Anderson north onto Denison Ave.

Goodnow
For Goodnow, a family may choose to pull into the front parking lot or the back parking lot. The front is strictly for quickly unloading and there are move-in crew volunteers to help with this process. If this area is full, the back parking lot is where families should park.

Marlatt
For Marlatt, you will turn left onto Clafin Ave. (There's a traffic signal at this intersection.) There are two entrances that go straight into Marlatt's front parking lot, or you can follow Clafin Ave. to Sunset Ave. (another traffic signal) and turn left. Make another immediate left into the large lot behind Marlatt Hall. K-State does not direct traffic or attempt to regulate parking spaces in front of or behind Marlatt.
Most families arrive at the campus via Bluemont/Anderson Avenue.

To arrive at Putnam, Boyd, Ford, West, Van Zile, Haymaker, Moore or Smurthwaite, turn north from Bluemont/Anderson onto N. Manhattan Ave.

**Putnam & Boyd**
For Putnam and Boyd, turn from North Manhattan Ave. onto Petticoat Lane. Move-in crew volunteers will help you find a spot to unload.

**Ford, West, & Van Zile**
For Ford, West and Van Zile, you will turn from N. Manhattan Ave. onto Old Claflin Road. Representatives from Housing and Dining Services will assist you from there.

**Haymaker & Moore**
For Haymaker and Moore, you will turn from N. Manhattan Ave. onto Claflin Ave. (There is a traffic signal at this intersection.) Near the entrance to the parking lots, Housing and Dining Services representatives will assist you from there.

**Smurthwaite**
For Smurthwaite you will turn right from N. Manhattan Ave. onto Claflin Ave. (there’s a traffic signal at this intersection) and pull into the parking lot on the left. Smurthwaite women will be there to greet you and help you move in.